
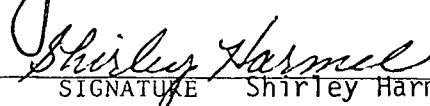



May 21, 1984

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

A

SCHEDULE NO. C-532 Amended	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 2
<div style="display: flex; justify-content: space-between;"> Licenses & Permits Landlord/Tenant Office </div> <div style="display: flex; justify-content: space-between;"> DEPARTMENT/AGENCY DIVISION </div>		
ITEM NO.	SUPERSEDES C-532 DATED 6/29/83 DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE & PERSONNEL FILES</u> CONSISTING of records of official correspondence of office and commission, budget, statistics, requisitions, purchase orders, leave records and all other policy related correspondence. Filed alphabetically.	Cut off at end of calendar year; retain for four (4) additional years in office; then destroy.
2.	<u>HEARING & DISMISSAL FILES</u> consisting of complaints that have been designated for a formal hearing before the Hearing Officer (including Utility hearings), appeals before the Landlord/Tenant Commission and complaints formally dismissed by the Hearing Officer. Filed numerically by hearing and dismissal number.	Cut off at end of calendar year; retain for four (4) additional years in office; then destroy.
3.	<u>COUNCIL BILLS & STATE LEGISLATION</u> consisting of County and State legislation that may affect or be of interest to the Landlord/Tenant office. Council bills filed numerically; State legislation filed by year.	Destroy when superseded.
4.	<u>TELEPHONE SLIPS</u> consisting of all telephone calls which action may be required (either a complaint form mailed out or a booklet requested). Filed by month.	Cut off at end of fiscal year; retain for one (1) additional year; then destroy.
5.	<u>TENANT COMPLAINT FILES</u> consisting of all closed written complaints from tenants and may also include any other general correspondence relating to apartment complexes. Filed alphabetically by management company then alphabetically by part apartment complex, then by case number.	Cut off at end of calendar year; retain for four (4) additional years in office; then destroy.
CONTINUED-----		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">  SIGNATURE Eugene T. Lauer </div> <div style="width: 60%;"> Director, Dept. of Licenses & Permits TITLE OF DEPT/AGENCY REPRESENTATIVE <div style="float: right;">DATE</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;">  SIGNATURE Shirley Harmel </div> <div style="width: 60%;"> County Records Manager XXXXXXXXXXXXXXXXXXXX <div style="float: right;">  DATE </div> </div> </div>		
Schedule Authorized by Hall of Records Commission		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">SIGNATURE</div> <div style="width: 40%;">TITLE</div> <div style="width: 30%;">DATE</div> </div>		

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
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Item No.	SUPERSEDES C-532 DATED 6/29/83 Description	Retention
6.	<u>FILE CARDS</u> consisting of a cross index (both alphabetically by tenant's name and numerically by case number) of all incoming written complaints.	Cut off at end of calendar year; retain for four (4) additional years in office; then destroy.
7.	<u>TAPES</u> consisting of all recordings of hearings before the Hearing Officer and the Landlord/Tenant Commission. Each tape is labeled to correspond with the hearing number.	Retain for four (4) years in office, then destroy.
8.	<u>APARTMENT MANAGEMENT AGENT'S LICENSE FILES</u> consisting of both active and inactive Apartment Management Agent's License applications and other general correspondence. Filed alphabetically.	Cut off at end of calendar year; retain for four (4) additional years in office; then destroy.
9.	<u>RENT INCREASE PETITIONS & HARDSHIP PETITIONS</u> consisting of all petitions filed during rent control and other correspondence relating to rent control legislation.	Microfilm, then destroy originals.
	****LAST ITEM****	